

**KENNEBEC WATER DISTRICT
REGULAR BOARD OF TRUSTEES MEETING
THURSDAY – AUGUST 7, 2025 at 7:30 AM**

The meeting was called to order at 7:35 a.m. by President Richards.

Trustees present: Frank Richards, President; Jeff Earickson, Treasurer (Remote Access); J. Michael Talbot, Assistant Treasurer; Sarah Whateley, Clerk; Amy Stabins, Trustee; Mark McCluskey, Trustee; Allan Fuller, Trustee

Trustees absent: Ben Murray, Vice-President; Bruce Williams, Trustee; Matthew Bulmer, Trustee

Also present: Roger Crouse, KWD General Manager; Amy Dyer, KWD Finance Manager; Matt Zetterman, KWD Engineering Manager (Remote Access); Jared Bragdon, KWD Distribution Manager (Remote Access); Robbie Bickford, KWD Water Quality Manager; Sue Markatine, KWD Recording Secretary

ITEM 1: INTRODUCTION OF GUESTS

None

ITEM 2: REVIEW AND APPROVE THE MINUTES OF THE REGULAR BOARD OF TRUSTEES' MEETING OF JULY 17, 2025

Motion by Trustee Talbot, "to accept the minutes of the Regular Board of Trustees' meeting of July 17, 2025," seconded by Trustee Fuller.

Roll Call Vote: Trustee Earickson – Yea, Trustee Talbot – Yea, Trustee Richards – Yea, Trustee Stabins – Yea, Trustee McCluskey – Yea, Trustee Fuller – Yea, Trustee Whateley – Yea. Motion carried unanimously.

ITEM 3: REVIEW AND APPROVAL OF ACCOUNT WARRANT

Motion by Trustee Fuller, "to ratify the August 7, 2025 total warrant of checks released for \$759,717.85," seconded by Trustee Talbot.

Roll Call Vote: Trustee Earickson – Yea, Trustee Talbot – Yea, Trustee Richards – Yea, Trustee Stabins – Yea, Trustee McCluskey – Yea, Trustee Fuller – Yea, Trustee Whateley – Yea. Motion carried unanimously.

ITEM 4: APPROVALS/MOTIONS NEEDED

A. Approval of Engineering Agreement with CDM Smith

At the June 5, 2025, Board meeting, the Trustees voted to use the existing WTP (water treatment plant) gravity filters for PFAS mitigation with more frequent replacement of granular activated carbon media (rather than constructing a new building and treatment process). Although no new treatment process is necessary, KWD is seeking to make upgrades to the WTP to extend the life of the filters, improve efficiencies of the media replacement process, reduce backwash recycle, and other improvements. The Trustees were provided with a request for authorization memo which included proposals from two firms (four firms were solicited) to evaluate WTP design upgrades and cost estimates. Mr. Crouse explained that

the engineering firm chosen for the evaluation will also be recommended to complete the final design and construction administration. Mr. Crouse and Mr. Bickford answered questions from the Board members as they discussed this project.

Motion by Trustee McCluskey, “to approve the proposal from CDM Smith for the PFAS Mitigation Project WTP upgrade evaluation for \$33,680.00,” seconded by Trustee Fuller.

Roll Call Vote: Trustee Earickson – Yea, Trustee Talbot – Yea, Trustee Richards – Yea, Trustee Stabins – Yea, Trustee McCluskey – Yea, Trustee Fuller – Yea, Trustee Whateley – Yea. Motion carried unanimously.

ITEM 5: GENERAL MANAGER’S REPORT

The Trustees were provided with the General Manager’s report, and a brief review was conducted by Mr. Crouse.

In addition to his report, Mr. Crouse informed the Trustees that the Compensation Study Committee, consisting of consultants, KWD staff, and Trustees, were meeting today. Mr. Crouse should have materials to present at the September Board meeting regarding the outcome of this study.

On behalf of the Board members, President Richards thanked Mr. Crouse for his report.

ITEM 6: DEPARTMENT REPORTS

As part of their Board packet, the Trustees were provided with the Monthly Department Reports prepared by the respective managers.

Trustee Richards congratulated Mr. Bickford on an informative and successful presentation at the China Lake Association annual meeting.

In response to a question from Trustee Fuller, Mr. Bickford reported on the influence of the lack of rain on the China Lake water level.

At Trustee Earickson’s request, Ms. Dyer reviewed the challenges due to the delay of the finalization of the 2024 financial audit by Runyon Kersteen Oullette.

Mr. Crouse commented on the Turner Street main loop capital project which will be conducted by KWD staff with the aid of contractors. He explained that two dead-end mains in Waterville will be connected to form a loop to improve water quality to this area and to add supplemental valves.

On behalf of the Board members, President Richards thanked the Department Managers for their reports.

ITEM 7: TRUSTEE COMMENTS, CONCERNS, AND/OR IDEAS

Trustee Earickson expressed interest in having more information technology projects and updates included in the Monthly Department Reports. He also commented on a new upgrade to firewall network security systems.

Trustee Fuller stressed he would like to have KWD increase the buffer in the China Lake West Basin beyond the shoreline property owned by KWD. Mr. Crouse and Mr. Bickford have been discussing strategy for this undertaking.

ITEM 8: PUBLIC PARTICIPATION

None

**ITEM 9: AS NEEDED: EXECUTIVE SESSION – 1 MRS §405. EXECUTIVE SESSION
6. A. PERSONNEL MATTERS**

None

ITEM 10: ADJOURNMENT

Motion by Trustee Talbot, “to adjourn the meeting,” seconded by Trustee Fuller.

Roll Call Vote: Trustee Earickson – Yea, Trustee Talbot – Yea, Trustee Richards – Yea, Trustee Stabins – Yea, Trustee McCluskey – Yea, Trustee Fuller – Yea, Trustee Whateley – Yea.

Meeting adjourned at 8:16 a.m.

Sue Markatine, Recording Secretary